For VTBizFile Users: How to Sign Up for myVTax

If you have been a **VTBizFile** user for the past year, you have the option to streamline your registration to our new online filing site, myVTax. If you are have not used **VTBizFile** for the past year, you must go through the full registration process. Please follow the instructions below for a step-by-step guide on how to register for myVTax as a former VTBizFile user.

Step 1

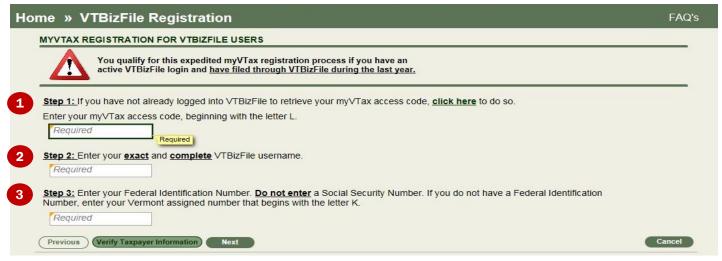
When you log in to VTBizFile, you will be directed to a screen showing your **1** my VTax Access Code. Write down the myVTax Access Code or use your computer function to copy it—you will paste it later into myVTax during the myVTax registration process. Click the **2** myVTax link to be directed to the registration page.



Step 2

- 1 Enter your myVTax access code
 This is the code you should have written down or
 copied while in VTBizFile. If you did not do this, you
 will have to go to VTBizFile and follow Step 1. If you
 copied the access code using your computer function,
 paste it here.
- 2 Enter your VTBizFile Username
 Use the same Username you use to access VTBizFile.
- 3 Enter your **Federal Identification Number** Or you may use the number beginning with "K" assigned to you by the Department.

Click Next.



Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

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Step 3

Update your contact information so the Department can contact you if any registration issues arise.

Click Next.

Step 4

Choose a method to receive your security tokens. Security tokens are a second layer of security for your account in myVTax. You will need to get a security token each time you log in to myVTax from a new computer. You may receive your security tokens via email or text message. Once your myVTax registration is complete, you'll receive your security token to log into myVTax for the first time.

Your security token is not the same as your myVTax access code!

Click Next.

Please provide updated in	formation with which the	department can con	ntact you to resolve any issues that may aris
Email Address:	youremail@email.com		
Confirm Email:	youremail@email.com		
Primary Phone Number:	(802) 555-5555	USA	▼

	omly generated code that is required in out of the control of the	
Send me security tokens via text	t message:	
Send me my security tokens via	email:	
Security Token Email Address:	youremail@email.com	

Step 5

Create your new login credentials for myVTax. If your old VTBizFile

- **1 Username** is not already being used, the system will offer to keep that name for you. However, you can choose a new **Username** if you prefer! You will need to create a new
- **2** Password and a new **3** Secret Question and Answer (in case you forget your password). After you complete this page, you can click Submit to finish your registration!

ne » VTBizFile Registration					
CREATE YO	OUR MYVTAX LOGIN C	REDENTIALS			
Create a uniqu	ue username and password	to access your account(s) with the Vermont Department of Taxes			
Username: (M	Must be unique, at least 6 c	haracters in length with no spaces, and only contain letters and numbers)			
Username:	test	Your BizFile username is not currently being used. You can continue to use this for myVTax.			
Password: (C	ase sensitive)	Your password must contain at least eight characters and meet the following criteria:			
Password:		Contain both lower and upper case letters.			
Confirm:	Required	Contain at least one number. Contain at least one special character.			
		Your passwords cannot be your username.			
		Note: Passwords cannot be reused.			
	ion and Answer: (Not case				
Question:	Required	<u> </u>			
Answer:	Required				
	Required				

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Step 6

Once your registration is complete, you'll receive your first email or text with your **Security Token**. Our example here uses an email address.



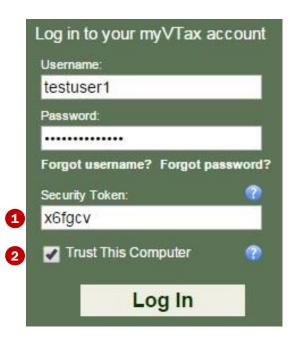
Step 7

You need to use your **1** Security

Token with your Username and

Password the first time you log into
myVTax (or any time you log in from
a new computer). If you want, you
can save your computer by checking

Trust This Computer so you will
not need to continue to receive a
security token the next time you log in
from that machine.



Step 8

You're in! From here you can click into each of your accounts to file and pay your taxes. This example shows a Vermont Sales and Use Tax account. Your tax accounts will show up automatically.



Contact us with your questions

If you are having trouble registering for myVTax, please contact us.

Phone

802-828-6802

Email:

myVTaxsupport@vermont.gov

myVTax website

www.myvtax.vermont.gov

Please include the Confirmation Number from your registration if you have one.

Experience the Convenient Features of myVTax

- ✓ Viewing copies of your correspondence received from the Department
- ✓ Updating and verifying account information
- ✓ A secure messaging system for direct communication with us

- ✓ Closing accounts
- ✓ Opening new locations
- ✓ Requesting a payment plan

